



**LAW ENFORCEMENT AGENCY  
MISSING OR LOST WEAPONS PROCEDURE  
CALIFORNIA PUBLIC SAFETY PROCUREMENT  
PROGRAM  
1033/EXCESS PROPERTY PROGRAM**



Fax: (916) 327- 8714

If a weapon obtained through the 1033 Program is lost or stolen, please contact one of the following 1033 Program Specialist or the State Point of Contact (SPOC) immediately.

Stephene Barhorst -	(916) 324-6712 (office)	stephene.barhorst@oes.ca.gov
Russ Gibson -	(916) 323-1453	russ.gibson@oes.ca.gov
Gary Howard (SPOC) -	(916) 324-9183	gary.howard@oes.ca.gov

Submit the following documentation to the State Coordinator's Office within 5 working days of an event.

1. For a missing weapon submit:

**NOTE:** After 30 days, a missing weapon is considered lost or stolen.  
Submit additional documentation as required in paragraph three (3).

- a. An e-mail or fax, identifying the weapon's make, model, and serial number; details of why the weapon is considered missing and actions taken to locate the weapon.
- b. A copy of the dated print-out that shows that the weapon has been entered into the National Crime Information Center (NCIC) database.

2. For a lost or stolen weapon submit:

- a. A letter, signed by the LEA's WPOC or CEO, identifying the weapon's make, model, and serial number; details of theft or loss; actions taken to re-locate the weapon; and corrective actions to be implemented in order to prevent future events from occurring. Include the date time group (DTG) that the weapon was lost or stolen, statements of circumstance from all persons involved, and copies of all pertinent inventory records and issue logs. If negligence is a cited cause in loss, indicate that disciplinary action has been taken.
- b. A copy of the approved ATF Registration Form 5 or Form 10 that may be associated with the lost or stolen weapon.

- c. A copy of the police report.
- d. A dated print-out that shows that the lost or stolen weapon has been entered into the National Crime Information Center (NCIC) database.
- e. A completed and signed Cal EMA Form 657D – Disposal Request that includes the lost or stolen weapon serial number.

**Notes:**

- The State Coordinator will forward recommendations and documentation to LESO for further review/action.
- If weapon is located, LEA will need to submit a letter to the State Coordinator's Office, stating that the weapon has been found and is back in their inventory.